

FALL 2006 California Online Board Business Minutes

The following board agenda was posted on the branch listserv by President Sandy Kirkpatrick on Oct. 17:

Tabled from Sept. board business:

1. Amending policies & procedures
2. Report on status of our proposal to present a program at the 2007 AAUW Convention

New Business

3. Finance report -- unexpectedly high insurance premiums
4. EF and LAF contributions

On Oct. 24, Sandy Kirkpatrick convened the board meeting.

Kirkpatrick suggested that items be taken out-of-order.

She announced that our proposal to present a workshop at the Association 2007 convention (**#2 on the agenda**) had not been selected. She thanked the branch members who worked on the proposal: Sharon Gomez, Jo Harberson, Sandy Kirkpatrick, Jeanne Lese, Mary Rack and Harriet Tower.

At 12:22 PM, President Kirkpatrick moved to discussion of the liability insurance assessment, (**New Business, agenda item #3**) recapping initial discussion of the previous week:

Oct. 17, Branch Treasurer Harriet Tower reported that the annual assessment for liability insurance of \$100 had been received from AAUW-CA. She reported that based on the expenditure the previous year, only \$25 was budgeted for the expense. This opened discussion about the appropriateness of the scaled assessment since our branch is unique in the way it "meets" online, rather than in-person. On Oct. 25, Sandy K. announced that the bill (due Nov 15) should be paid and that she and Harriet will consult with the state board regarding how future assessments would be calculated. Discussion on this topic closed.

On Oct. 26, President Sandy Kirkpatrick moved to **Agenda item #1: Amending Policies and Procedures**. Her message included highlights of the proposed P&P amendments, and noted that the entire document with proposed changes highlighted had also been posted on the branch website. Several members participated in the discussion. A correction was made and some language clarified.

Highlights of proposed P&P amendments by section:

1. Document Review. Change review of documents to every-other year, specifying that bylaws and P&P are reviewed in the fall of odd-numbered years, and SR are reviewed in the fall of even-numbered years.
3. Meetings. Change wording throughout (in this section and elsewhere in the P&P) to get away from the term "meeting," in acknowledgement that we don't "meet" in the traditional sense.
- 3.2. [NEW -- NOT IN THE PROPOSED CHANGES PREVIOUSLY POSTED ON THE WEBSITE]; "The branch president shall clearly define the timeline for all branch and board business, including how many days will be allowed for discussion and voting. **After a motion and second have been acknowledged, the president shall allow a minimum of four (4) days for discussion and possible amendments to the motion before calling for a branch vote. Should there be an amendment to the motion, the branch will vote on this amendment before voting on the original motion. Branch votes will occur on a voting page created by the technology chair in the Members Only section of the branch website, designed**

to allow only current branch members to vote and to prevent them from voting more than once. The president will allow a minimum of four (4) days from the time the voting page is announced open until the close of voting. Branch members must be given at least 15 days notice for any business item that requires a branch vote concerning electing officers, changing branch dues, or amending the branch bylaws."

4. Finance. Change term "audit" to "financial review." Specify that guest "speakers" in (rare!) chat room programs must be willing to participate for free.

5. Board Officers. Clarifies the way board business is conducted, and how board votes are to be emailed to the parliamentarian.

9. Elected Officers' Job Descriptions:

9.1.2. [NEW--NOT IN THE PROPOSED CHANGES ON THE WEBSITE]: (President) "Presides at all branch and board meetings, clearly defining the timeline for all listserv discussions, motions, and votes, and ensuring that there is always a minimum of four (4) days for discussion and four (4) days for voting for any board or branch business. (See also 3.2 for procedures for conducting branch business)."

9.3. Program – improves wording to clarify role and more specifically describe job.

9.5. Secretary – changed wording to avoid term "meeting."

10. Appointed Officers' Job Descriptions:

10.1. Tech Chair –minor wording clarification

10.2-10.3 Changed EF/LAF chair into two separate positions. (and renumbered the rest of the appointed positions)

10.5 Parliamentarian/Bylaws Chair –states this position is non-voting member of board who receives/tallies board emailed votes. Deletes requirement for keeping hard copies of bylaws.

10.6. Adds Internationals Interests position job description.

On November 1, at 9:17 AM, President Sandy Kirkpatrick asked for a **motion to approve the draft of the policies and procedures** and attached them to an e-mail distributed to the board listserv. **On November 1, at 9:25 AM, Harriet Tower moved that the revised Policies and Procedures be accepted as presented. Caroline Wood also moved the motion at 9:37 AM. This was accepted as a second to Harriet's motion.** At 9:45 AM, President Kirkpatrick opened the motion for discussion, announcing that discussion would close Sunday, Nov. 5 by 5 PM. As a quorum had not voted by the deadline, President Kirkpatrick extended the deadline. **Voting closed on Nov. 13 with seven votes in favor of the motion.** Those voting included Hansen, Henke, Tower, Wood, Lese, Weston and Kirkpatrick. The updated Policies and Procedures were posted on the branch website.

While the discussion of Policies and Procedures amendments proceeded, President Sandy Kirkpatrick moved on to **Agenda Item #4: EF and LAF contributions**. She opened a discussion regarding designation of EF and LAF funds, reporting that requests had been received for us to designate EF funds to support the Valentina Valena Research and Projects fund #4201 and the fund which honors Marie Wolbach. She shared her personal desire that our LAF funds support the Gloria Weston fund. Discussion followed that pointed out that there would probably be sufficient support across the state to complete the Wolbach fund, and that our EF contribution to the Valena fund instead would give it a better chance of also being completed. **On November 8, at 1:16 PM, Gloria Weston moved that the branch's EF funds be designated to the Bakerfield branch's Valentina Valena Research and Projects fund, and the LAF branch funds be designated to the Gloria Weston Campus Outreach Fund.** The motion was seconded by Jeanne Lese. President Kirkpatrick called for a vote on the motion on November, 13, with voting to close at noon on Nov. 17. She extending the voting period past the deadline to achieve a quorum. **On Nov. 18, the motion to designate LAF funds to the Gloria Weston Fund and EF funds to the Valentina Valena Research and Projects fund #4201 was approved. A quorum of 8 voted, with 6 yes, 1 no, and 1 abstention.** Those voting on the motion included Wood, Kirkpatrick, Chiang, Lese, Tower, Henke, Weston, and Carr.

On Nov. 13, President Kirkpatrick opened discussion on meetings or workshops at our state convention. As this progressed, there was discussion of visibility—i.e. things we could wear that would draw attention to the online branch, making online branch members visible among convention attendees. **As discussion on this concluded, President Kirkpatrick suggested that Gail Swain and Jeanne Lese research such items and report back to the board after the Thanksgiving holiday.** President Kirkpatrick shared that an aspect of a workshop being planned by the AAUW-CA Membership Committee may include outreach to prospective members interested in branch participation in an online environment. Discussion also touched on visibility at the June national convention in Phoenix. President Kirkpatrick reported that the Association convention will have two networking opportunities: “Taste of Success” and “Special Interest Group” gathering. **As discussion proceeded, it was decided that we would socialize at the AAUW-CA convention and try to recruit members at the Association convention, as our workshop proposal was not selected for the Association convention.**

The agenda was completed and the meeting closed by President Sandy Kirkpatrick
Nov. 18, 5:31 PM.

Sandy Hansen, Secretary